



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR {XXXX.Y}
EFFECTIVE DATE: _____
EXPIRATION DATE: _____

APPROVED BY Signature: _____
NAME: Robert Strain
TITLE: Director

COMPLIANCE IS MANDATORY

Responsible Office: [Code / Name of Office originating or responsible for this document]

Title: [Document Title]

[As directives (GPDs, GPRs, GIDs, PGs, and WIs) are being prepared for formal coordination and publication, they will contain essential common standard elements and will be prepared in accordance with GPR 1410.1. Each page will contain a standard HEADER which includes the Document Number, Effective Date, Expiration Date, and Page # of #. If a process flow diagram is presented, please use Microsoft word “autoshapes,” which is accessible from the “Insert/Picture” menu. The Change History Log will always be the last page of each directive.

PLEASE DELETE THE BRACKETED TEXT PRIOR TO SUBMITTING YOUR FINAL DOCUMENT.]

TABLE OF CONTENTS (OPTIONAL)

PREFACE

P.1 PURPOSE

[Provide a clear statement identifying the reason or need for the directive.]

P.2 APPLICABILITY

[Specify the GSFC organization(s) area, function, group, or personnel to which the directive applies. Exclusions may also be identified.]

P.3 AUTHORITIES

[List and identify, by number and title, NASA directives or other higher-level documents that authorize the directive or mandate the need for the GPR.]

P.4 APPLICABLE DOCUMENTS

[List and identify, by number and title, (1) all documents that are either referenced in the body of the procedure or employ the subject procedure as a reference, and (2) forms that are applicable to the implementation of the procedure. References in all directives are assumed to be the most recent approved version unless otherwise indicated.]

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P.5 CANCELLATION

[List and identify, by number and title, (1) the previous version of the document as canceled, and (2) other documents that are canceled because they were incorporated into or replaced by the directive or revision]

P.6 SAFETY

[Identify any safety requirements that apply to the execution of the GPR's requirements. If the GPR imposes safety requirements that must be addressed in lower-level procedures, these requirements should be described here.]

P.7 TRAINING

[Identify any training requirements associated with the implementation of the described process. If there is an applicable GPR training module located on the QMS GPR Training Site located at <http://arioch.gsfc.nasa.gov/iso9000/training/index.htm>, refer to it here.]

P.8 RECORDS

[Describe all records, including forms, recommended or required to carry out the requirements of the GPR. In addition, identify, in a Records Table, all records resulting from the GPR, the record custodian(s), the record retention schedule, and associated retention period reflected in NPR 1441.1.]

Record Title	Record Custodian	Retention
		*NRRS
		*NRRS

*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

P.9 MEASUREMENT/VERIFICATION

[Identify any measurements or other metrics associated with determining the effectiveness of this process to achieve planned results.]

PROCEDURES

[Detailed narrative defining the “who,” “what,” “when” and “how” of implementation. This section may be in the form of a narrative and/or a process flow diagram. Identify the procedure step to which safety constraints apply and identify the safety constraints applicable. Warning notes should be in bold type. Existing internal/external requirements shall not be replicated, nor shall technical requirements be included, in Center-level directives (for technical requirements use Procedures and Guidelines (PGs) or Work Instructions (WIs)). There shall be one “shall” statement per paragraph.]

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In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

Appendix A – Definitions

[Are definitions uniquely different from the dictionary? List in alphabetical order and number A.1, A.2, ...]

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Appendix B – Acronyms

[List in alphabetical order.]

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release
A [If this is the baseline version, leave this and the remaining Revision blocks blank]		

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.